

Free Clinic of the Twin Counties Executive Director Job Posting

Title: Executive Director

Position: Part Time, (Average 20 hours/week) position. some evenings & weekends

Reports to: Free Clinic of the Twin Counties Board of Directors

Salary: Commensurate with Experience, hourly position

Anticipated Start Date: July 1, 2023

Are you excited to help under-served people in the Twin County Community?

If so, this may be a great opportunity for you! As Executive Director of the Free Clinic of the Twin Counties (FCTC) you will lead a dedicated team who share the common goal of providing low-income, uninsured residents of the area with medical and dental care. If you share our mission to help your neighbor have access to the healthcare they need and deserve, you have experience managing a team, fundraising, and marketing—then this position could be exactly what you're looking for!

Job Description:

The Executive Director provides the leadership that enables The Free Clinic of the Twin Counties ("Free Clinic") to provide health care services to residents of Grayson, Carroll, and Galax who are low income and uninsured. Working with the Board of Directors, you obtain the necessary resources to support this critical mission. You'll engage qualified health care practitioners to volunteer their services to patients attending the clinic. The Executive Director also plays an essential role in communicating, directly and through the media, the importance and availability of health care support, the need for financial support from the community, and the clinic's involvement in the broader community of free care clinics.

Key Focus Areas:

The energies and skills of the Executive Director will be focused on **four** areas.

1. Designing and implementing effective programs to attract eligible Twin County residents to use the services of the clinic.
2. Creating community support that yields essential volunteer efforts and donations.
3. Building and forecasting a sound budget to support the delivery of planned services and working with the Board to ensure adequate funding.
4. Building relationships with community and state organizations serving similar publics.

Primary Duties and Responsibilities:

While the Executive Director performs multiple tasks, there are **seven** priorities that are their primary responsibilities.

1. Ensuring that the services of the Free Clinic are clearly communicated to residents in a manner that makes eligible patients comfortable with using the clinic. This includes patients who may be Spanish speaking.
2. Meeting regularly with local stakeholders (e.g., local government, churches, businesses, volunteers) in relevant venues to communicate the Free Clinic's mission and its available services.
3. Developing an understanding of available grant, government, and individual donor sources and using these effectively to obtain the financial resources meet the mission of the Free Clinic.
4. Maintaining all financial and operating records in full compliance with rules and regulations and providing timely reports as required by grants and regulations.

5. Creating, proposing, and tracking annual operating, fundraising, and marketing plans for Board approval and implementing these as agreed.
6. Creating, proposing, and tracking an annual budget and financial plans for Board approval and implementing those as agreed.
7. Clearly communicating and working with the Board of Directors to ensure understanding of all plans and progress, obtaining their active support with implementation, where needed, and assisting the Board in filling Board vacancies.

Budget Responsibilities:

The Executive Director identifies the clinic and community needs that should be met, how they could be met, and the projected costs of doing so. The Board of Directors reviews the proposed plans and suggests modifications where appropriate. The Executive Director implements the plans.

Key activities related to budget responsibilities include:

- Incorporate performance targets (e.g., patient visit numbers, donations, fundraisers) of the Free Clinic into annual budget projections to support the level of expenditures
- With the Medical Director, assess current and projected patient needs and identify additional professional and financial resources required to meet them
- Prepare a detailed annual operating plan and estimated budget for Board consideration and approval.
- Provide budget reports to each meeting of the Board, summarizing revenues and expenses and noting all major exceptions. Where appropriate, suggest budget revisions.
- Obtain Board approval for expenditures over \$500 not included in the budget.
- Support the annual review of financial records by the Board-selected auditors. Provide a response to the Board for any items deemed by the auditors as requiring attention.

Important Relationships:

The Executive Director must be effective in working with others who play fundamental roles in supporting the mission of the Clinic and supporting the practice manager who oversees the day-to-day operations of the Clinic. Including but not limited to:

- Clinic volunteers and staff
- Patients
- The Board of Directors
- Donors
- Virginia Association of Free Clinics and other funding sources
- Relevant community organizations and people (e.g., churches, service groups, schools)
- Local Government
- Local media (e.g., radio station, local paper)

Preferred Characteristics:

The Free Clinic does not discriminate on the basis of race, religion, sex, age or political persuasion. It places special emphasis on skills, traits, and experience it believes will help achieve success for the Free Clinic and the candidate. Examples of the desired skills, traits, and experiences include:

- Commitment to the mission of the Free Clinic
- Knowledge of the community and stakeholders
- Relevant experience with the healthcare industry
- Good communication & professional skills – written, interpersonal, and public.

- Knowledge of fundraising opportunities
- Planning and Budgeting experience
- Creativity and adaptiveness
- Knowledge of marketing, especially the use of social media
- Ability to objectively evaluate the Clinic's operating procedures, staff, and volunteers.
- Spanish speaker a **PLUS** (or ability to work closely with Spanish translator)

Performance Measures:

Performance will be reviewed quarterly by the Board for the first two years, and then annually each year following (or sooner if approved by Board).

Additional Information:

This job includes significant fundraising, networking, and relationship-building, you will be expected to go off-site to visit stakeholders, attend community events (some of which may be after normal work hours or on weekends), etc. You must have ready access to a reliable vehicle.

HOW TO APPLY:

Please send a cover letter and resume to the Board President, Meagan Helmick at mhelmick@galaxfreeclinic.org. Applications close June 14, 2023.